



# Franklin Regional Council of Governments

## Finance Committee — *MINUTES*

Date /Time:	Thursday, June 8, 2017 / 6:00 p.m.
Location:	JW Olver Transit Center, 12 Olive Street Greenfield, MA – Library
Facilitator:	Lynn Sibley, Chair

### ATTENDEES

- **Lynn Sibley**, Whately Representative
- **John O'Rourke**, Conway Representative
- **John Payne**, Shelburne Representative
- **Kevin Fox**, Colrain Representative
- **Jay DiPucchio**, Regionally Elected Rep

### STAFF:

- **Linda Dunlavy**, Executive Director
- **Pat Auchard**, Finance Director
- **Rebekah Boyd**, Admin. Services Coordinator
- **Bob Dean**, Regional Services Director

### 1. Adopt 3.30.17 minutes

Lynn S. opened the meeting 6:04. **John P. moved adoption of the 3.30.17 minutes. John O. seconded. Motion passed unanimously.**

### 2. FY17 Budget Amendments and Year end discussion

#### Pooled Benefit Budget

Staff isn't sure if a budget amendment is needed because of the difficulty in predicting benefit time usage before year's end. To prepare for a possible shortfall they request either a budget increase of \$ 10,000 from indirect revenues or use of the retirement OPEB line (which could result in a reduction in year-end funding of the OPEB). Staff request direction from the committee.

John P. objected to taking from the OPEB, and asked about the current state of the indirect. Pat said we are ahead of schedule and will get the committee an updated report.

**John O. moved that the Finance Committee approve a Pooled Benefit budget amendment of up to \$10,000 in order to cover any budgetary shortfall. Jay P. seconded. Motion passed unanimously.**

Pat explained that staff will make the final payment for the new accounting software in FY18 following conversion. Thus, staff request a carry forward of \$3,425 from the Regional Services Budget and \$750 from Town Accounting to cover the last payment. Pat explained that funds remain from the final approved budget.

**John P. moved that the Finance Committee approve the carry forward of \$3,425 from Regional Services and \$750 from Town Accounting to cover the final payment of the accounting software. John O. seconded the motion, which passed unanimously.**

### **Collective Purchasing**

A Bob Dean memo (*see handout*) laid out the request for amendments to the collective purchasing program budget. Two items are requested: **1.) Reimbursable Expenses.** The cost for purchasing dog tags and licenses distributed to towns who reimburse us came to \$5912, but staff only budgeted an estimated “holder” cost of \$4600, resulting in the need for an additional \$1,311.87. **2.) Equipment:** A tablet-sized computer is requested for purchasing staff to use when out of town. The cost of purchase and FRCOG system hook-up is estimated to be \$2000. The unit staff are considering is the one used by several employees in other departments, and has been approved by IT staff and the FRCOG consultant. That program currently has a fund balance of \$95,000. Andrea has a laptop purchased in 2012. If the laptop dies, the tablet would get her through.

Members and staff discussed the appropriateness of a tablet use and the benefits of portability and ease for the purchasing officer during site visits.

**John O. moved that the Finance Committee amend the FY17 Collective Purchasing budget by \$1,312 to cover the cost of dog tag and dog license purchase and distribution to towns. John P. seconded the motion, which passed unanimously.**

**Kevin moved that the Finance Committee amend the FY17 Collective Purchasing budget by \$2,000 to purchase a tablet and to fund the cost of related set up. John O. seconded the motion, which passed unanimously.**

### **FCECS**

The FCECS replaced equipment, went out to bid for two vendors, and began the radio system migration project in FY17. These combined projects amounted to more staff time than was originally budgeted. Also resulting in staff overage was the unexpected number of equipment issues that arose. Staff requested an amendment to the salary, and repair and maintenance line items. This is summary category amendment and does not increase the originally approved budget.

Carry forwards are requested for the (\$77,000 Capital Improvement – special project) FCECS Antenna Replacement, and for the (\$7,600 Capital Improvement) Erving Tower Location-specific antenna replacement work. (*See handout.*)

**Jay moved that the Finance Committee vote the \$137,027 amended FCECS budget as proposed. Kevin seconded the motion, which passed unanimously.**

**Jay moved that the committee approve the FCECS \$77,000 and \$7,600 carry forwards as proposed. John O. seconded the motion, which passed unanimously.**

### **REPC**

The proposed REPC amendment reflects additional time needed for the Franklin County Mass Causality Incident Plan.

**John P. moved that the Finance Committee approve an increase of \$954 to the REPC budget for an amended budget total of \$9654. Current year revenues over projections will cover the increase. John O. seconded the motion, which passed unanimously.**

### **3. Request for use of agency cash match**

Staff request the use of FY17 budgeted Cash Match of \$12,000 from the miscellaneous and contingency budget. Three grants require cash matches: DLTA, EDA, and DEP. Staff explained that DLTA is required to provide a portion of match as "cash match". It is a calendar year grant, and FRCOG uses the majority in the second half of the calendar year. EDA always had a match requirement. Cash match, they clarified, is not a carry forward; it is recorded as revenue into the match account.

**John O moved the Finance Committee approve the transfer of \$12,000 available in the Cash Match line of the Miscellaneous & Contingency budget to the FRCOG match account, for match requirements in FY17 and FY18. Jay seconded. Motion passed with all in favor.**

### **4. Adoption of Federal Project Manual**

Pat explained that OMB Uniform Guidance requires us to have an adopted Federal Project Manual by the end of June. Members discussed the onerousness of having to follow the procedures and policies religiously, with Kevin pointing to the inventory requirements as an example. He also mentioned that staff would need to update the manual, when compliance regulations change.

John P. asked if the manual would ever be looked at again. Linda and Pat explained that the manual will be kept as a reference in a shared program managers file. They also expect some applications for funding opportunities could require the manual. Auditors will see it as well.

**Jay moved the Finance Committee adopt the Federal Project Manual with any incidental changes made. John O. seconded. Motion passed with all in favor.**

### **5. Update on OPEB Trust**

The Executive Committee has reviewed and signed off on the OPEB Declaration of Trust. Pat will continue with the paperwork and, once completed, will have the Executive Committee Clerk and FRCOG counsel sign off on it.

### **6. Business Not Reasonably Anticipated 48 Hours in Advance of Meeting**

Linda explained that staff is watching FY18 carefully. Two grants we worried might be eliminated, are now contracted for, but the state budget is not looking good. The Mass Tax Payers Association went to the legislature and said we think there will be a billion dollar shortfall.

**John O made a motion to adjourn. John P. seconded and the meeting adjourned at 6:54 p.m.**

**DOCUMENTS DISTRIBUTED:**

- Agenda
- Minutes of 3.30.17 Meeting
- Agenda Memo
- Memo: FY17 Collective Purchasing Program Budget Amendment Request
- 2017 Purchasing Budget for period of July 1, 2016 to Jun 30, 2017
- General Fund Reports for Period Ending April 30, 2017
- Fee-For-Service Program Reports for Period Ending April 30, 2017
- Pooled Benefits General Fund Report for Period Ending April 30, 2017
- FCECS Proposed Budget Amendment Memo
- REPC Proposed Budget Amendment Memo
- Franklin Regional Council of Governments *Project Management Policy & Procedures*